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Maintenance

TOOL CONTROL AND ACCOUNTABILITY PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement establishes procedures for the Tool Control and Accountability Program within the Ogden Air Logistics Center (OO-ALC). This supplement implements *AFMCPD 21-1, Depot Maintenance Policy* and guidance for a viable tool control and accountability program based on the requirements of *AFMCI 21-107, Tool Control and Accountability Program*. This supplement applies to all personnel, both military and civilian, civil service and contract at all levels within the depot maintenance production environments. All AFMC non-industrially funded organizations will continue to manage their own tools and tool control programs under the guidelines and specific requirements of this supplement and their command structures regulatory requirements. Vehicle Maintenance will control and account for tools used within aircraft maintenance areas in accordance with *AFMAN 24-307, Procedures or Vehicle Maintenance Management*. Civil Engineering will control and account for tools used within the aircraft maintenance areas by developing a tool control and accountability program following guidance in *AFOSH 91-100, Aircraft Flightline Ground Operations and Activities, Chapter 8*. All personnel must be aware and understand the positive aspects of the program in terms of saving lives, money and equipment. Directorate or group operating instructions (OIs) may be written to expand on the guidance to meet the requirements of that organization, but may not in any way lessen or detracted from as to intent, form, or function of this supplement or *AFMCI 21-107*. Supplemental OIs will be coordinated through the OO-ALC Tool Manager prior to implementation. The use of the name or mark of any specific manufacturer, commercial product, commodity or service in this publication does not imply endorsement by the Air Force.

Maintain and dispose of records created as a result of prescribed processes in accordance with *AFMAN 37-139, Record Disposition Schedule*.

SUMMARY OF REVISIONS

This publication has been revised in its entirety to include additions and changes to lost tool notification process, kit content determination procedures, tool kit issue and turn in procedure, control and accountability of locally manufactured and modified tools, control of consumables, hardware (bench stock) and expendable items, issuing/controlling of indirect material, and crib-issued loan tool procedures.

AFMCI 21-107, 10 November 1994 is supplemented as follows:

1.4.2. Designated as the point of contact for offering customer assistance within the directorate areas. Tool cribs will support customer requirements for tool kit issue, maintenance or turn in and will maintain stocks of temporary issue tools in support of customer needs. Tool cribs will be operated in accordance with *AFMCI 21-127, Depot Maintenance Plant Management.* Items stocked in the tool distribution center are generally classified as, but not limited to, the 51XX and 52XX stock class. Exceptions will be considered and approved by the OO-ALC Tool Manager. The Tool Distribution Center will be operated in accordance with *AFMCI 21-127.*

1.4.4. Container or storage location that facilitates positive control of contents and ease of inventory for tools while issued to a mechanic. A toolbox may also be defined as a drawer in a cabinet/vidmar or a bench. If the tools are located in a cabinet/vidmar or a drawer in a bench, the drawer must be labeled “Tools” and with the tool kit serial number. A toolbox may also be defined as a brief case, leather pouch or canvas tote bag. Any storage device containing tools will be subject to tool control procedures. Tools from an individual tool kit (ITK) are to be utilized only by the employee who is responsible for the kit. Control, issue and inventories of all items within consolidated tool kit (CTK) are the responsibility of the owning supervisor. Tools from a CTK will be used only by employees authorized by the owning supervisor. Government employees and contractor personnel will account for tools drawn from a CTK by using one of two methods: a sign out sheet that includes employee's name, description of the tool, check out and check in date or a chit system where chits are identified to individual employees. When a chit system is used, chits are controlled as tools. Chit inventory will be conducted at the beginning and end of the shift. Chits will be located in secure, controlled locations. Changes to CTK content may be requested by the kit owner using an *OO-ALC Form 516, Establish or Revise Tool Lists or Appendages*, via the tool center. Task oriented tool kits (TOTK) are issued to work center supervisors to support specific tasks. TOTKs may be used by multiple employees/multiple shifts. However, when transfers occur, the employee giving up the TOTK and the one assuming control of it will inventory the TOTK. Work center shift supervisors will also conduct a kit inventory every time the kit is transferred. Inventories will be documented on the *AFMC Form 309, Tool Control Inventory Record.* TOTKs will remain locked and stored in a controlled or secured area when not in use.

1.4.4.1. (Added). **Time Compliance Technical Order (TCTO) Kits**. Tools received as part of a TCTO kit issued from either a Production Support Center (PSC) or tool crib. These kits are treated as temporary loan tools. All tools in this kit will be marked with a PSC identification number.

1.4.4.2. (Added). **Detachable Tool Kit (DTK).** Defined as a container plus tools designed for check out or use by individuals to take to job sites with one individual responsible for tool kit inventory and lost tool procedures.

1.4.4.3. (Added). **Temporary Kit Issues.** When an employee is detailed to another job, a temporary tool kit may be issued for the duration of the detail. This temporary issue tool kit will be signed for and assigned a suspense date that parallels completion of the detail. Employees will not have more than one ITK in their possession at any time, unless authorized by the supervisor in writing to the Tool Control Center. All previously issued ITKs must be turned in or securely stored in directorate spaces, before a new kit is issued.

1.4.5. Only the mechanic/technician's and supervisor's copy of the Tool Kit Custodial Receipt Listing (TKCRL) will reflect tool location.

1.4.7. The PSC will be secure so that the only access is through lockable doors and the owning organizations will be responsible for control and accountability of specialty tools and equipment within these areas. PSC's can store/order/issue expendable non-tool items needed to support the production efforts of a particular unit or weapons system. PSC's will not duplicate items stocked within the Tool Management Section (OO-ALC/TIPET) tool cribs. OO-ALC/TIPET tool cribs will not issue PSC controlled tools and/or equipment. Product directorates and group commanders will be responsible to establish procedures and/or OIs that provide tool control guidance for their respective PSC's.

1.4.7.1. (Added). **Custody Account/Control Receipt Listing (CA/CRL).** CA/CRL items will be managed, controlled and inventoried by the owning organization according to *AFMAN 23-110, Volume 2, USAF Standard Base Supply Manual.* Shop equipment, equipment accessories and/or end items used to adjust/operate equipment will not be listed on the TKCRL or controlled by the tool cribs. First time issues, initial purchase or replacement of equipment accessories must be justified on an *OO-ALC Form 515, Tool Request*, and authorized by the second level supervisor. Accessory items will be exchanged on a one for one basis.

1.4.7.2. (Added). **Special Tools, Locally Manufactured and/or Developed/Modified Tools**. Product Directorates and 75 Air Base Wing (ABW) Group Commanders are responsible to maintain and control special tools, locally manufactured or modified tools (tools that have been made or modified for a specific job function). Locally manufactured tools will be marked with a tool kit serial number, but will not be listed on the tool crib copy of the TKCRL. Instead, these tools will be listed on the supplemental list and filed with the user's and the supervisor's copies of

the TKCRL. Locally manufactured/modified tools are subject to the same inventory and lost tool reporting procedures as TKCRL items.

1.4.7.2.1. (Added). Drawings for locally manufactured, modified, developed or special end item unique tools and equipment not published in technical data will be maintained in accordance with local directorate instructions. Tools/Equipment identified and approved for use in a T.O. are considered pre-approved and do not require approval by the process in this paragraph, reference *AFMCI 21-110*.

1.4.7.2.2. (Added). All locally manufactured or developed/modified tools or equipment that are not identified and approved for manufacture by a T.O. must be approved for use by the directorate planning/engineering office. A directorate-level instruction for this procedure will be developed. Request for approval must include a description of the item and its intended use, a list of materials required, cost analysis and procedures for manufacturing the tool/item. If possible, include a sample or drawing. The engineering office will maintain copies of all approved locally manufactured or developed/modified tools and equipment. The approvals will be reviewed every two years and the review will be annotated.

1.4.7.3. (Added). **Issuing of Locally Manufactured/Modified Tools**. When a tool has to be manufactured or modified an *OO-ALC Form 515* will be completed by the requesting employee, signed by the supervisor, routed through the second level supervisor for approval and submitted to the appropriate tool crib. The form will describe the tool to be modified, reason for the modification, and intended use. If the supervisor maintains custody of the tool, it will be added to the supervisor's CTK and will be identified on the supplemental tool list. Modified tools will not be added to an ITK unless authorized by the supervisor. If the tool is to be maintained in the tool crib or PSC for temporary issue, it will be marked with the issuing tool crib identification number.

1.4.7.4. Any damage caused by foreign objects to aircraft, engines, munitions, missiles, drones, space systems, support equipment, Aerospace Ground Equipment (AGE), trainers or components thereof that can be expressed in physical or economic (monetary) terms which may degrade the product causing system or component malfunction, deterioration or loss of life. All work centers performing maintenance on aircraft, missiles, engines, other major end items or components thereof have a high potential for Foreign Object Damage (FOD). Rag control applies to all organizations and personnel. While marking and identifying each shop rag with a tool kit number is not necessary, issue and receipt procedures will be established to ensure positive control.

1.4.11. Consumable items may be kept in tool kits if room allows. Consumables will be stored separately from tools, kept in a drawer marked “Consumables”, and will be shadowed. Consumables that are not feasible to mark will be placed in a suitable container that can be marked. Consumables in tool kits will be kept to an absolute minimum. The owner of the tool kit and the first line supervisor will maintain a separate listing of all consumables kept in the

consumables' drawer. The listing will identify the nomenclature, size (if applicable) and quantity. Consumables no longer available will be removed from the supplement list by placing a red line through the item on the list or by reestablishing a new list. First line supervisor's approval is required before any consumable item is added or deleted from the list.

1.4.12. A chit system may be used to account for tools checked out from a CTK, supporting tool crib or other kits, where more than one person is using the same tool. If a chit system is used, the using organization will:

1.4.12.1. (Added). Establish procedures for issuing and controlling chits.

1.4.12.2. (Added). Establish procedures to identify tools that are missing, on order, or removed for calibration.

1.4.14. (Added). **Hardware (Bench Stock).** Hardware or bench stock items are those items used to accomplish each job requirement, which become a part of the end product, (e.g. cotter keys, washers, fasteners, nuts, bolts, screws, rivets, etc). Hardware or bench stock items will "**NOT"** be kept in tool kits.

1.4.15. (Added). **Expendable Items.** Expendable items are those items that must be frequently replaced due to high wear out or breakage rates. These expendable items are listed in two separate categories as follows:

1.4.15.1. (Added). **Expendable Tools**. Tool items that become unfit for use and must be periodically replaced due to excessive wear or breakage rates. Expendable tools include: drill bits, apex bits, torx bits, end mills, cutters, scrapers, knife blades, saw blades, sanding pads (Roloc Pads and/or arbors), etc. Such items requiring replacement due to usage or breakage will be exchanged on a one-for-one issue basis. Every attempt will be made to recover and return all pieces of broken expendable tools to the supporting tool crib prior to replacement. Small expendable tools will either be shadowed individually or placed in separate or compartmented containers. Each container will reflect the nomenclature, size, quantity and kit identification (ID) number.

1.4.15.2. (Added). **Expendable Non-Tools.** Expendable non-tool items are those items that become unfit for use or worn beyond practical use such as tongue depressors, acid brushes, sand paper, chalk, etc. Expendable non-tool items will "**NOT**" be kept in tool kits.

1.4.16. (Added). **Personal Equipment.** Personal equipment is non-tool items necessary for the completion of assigned tasks (e.g., face shields, gloves, M-stamps, date stamps, ink pads, etc). Personal equipment if maintained in the tool kit will be listed on the supplemental list and kept separate from tools in a "single" drawer marked "personal equipment". Personal equipment that can not be fitted into the tool kit, personal items drawer may be stored in a separate container marked "personal equipment". The use of separate containers must be approved by the product directorate tool manager. This container will NOT be used for storage of items such as papers

(e.g., newspapers, magazines, books, groceries, or shop equipment). Personal equipment maintained in the tool kit and separate containers will be subject to inspection requirements and lost tool-reporting procedures.

1.4.17. (Added). **Shop Equipment.** Shop equipment items are capable of extended use without the loss of their original configuration (e.g. safety harnesses, extension cords, straps, etc). Shop equipment stored in tool kits will be kept separate from tools in a storage container marked "Shop Equipment" and will be listed on the supplemental tool list. Shop equipment is subject to inspection requirements and lost tool-reporting procedures.

1.4.18. (Added). **Support Equipment Tools.** Support equipment tools are those tools or items necessary for a particular machine, test equipment or bench to perform its assigned function (e.g., drop lights, extension cords, multiple air hose couplings, air hoses, etc.). Support equipment tools include Fig "A" tools in support of missile workload.

1.4.19. (Added). **Shop Machinery Accessories/Attachments.** Shop machinery accessories/attachments are considered an integral part of industrial production shop equipment. Shop machinery accessories/attachments are items such as dies, fixtures, tool holders, chucks, reamers, end mills and shop aids (locally manufactured items used to assist production of an end items or product). These items will be kept and stored in a neat and orderly fashion. As a minimum, storage cabinets and/or drawers will be labeled to identify the contents as "Shop Accessories". These items do not require etching/marking/numbering. Owning organizations will develop local instructions to address procedures for the control and accountability of shop machinery accessories/attachments.

1.4.20. (Added). **Special Tools, Locally Manufactured and/or Modified Tools**. Special tools are standard tools that have been modified from their original configuration to a configuration required to accomplish a specific task. Special tools are also tools that are locally manufactured to perform a specific function. Special tools will be managed by the owning organization and if kept in tool kits, must be marked with the tool kit serial number and listed on the supplemental listing or as approved by the OO-ALC Tool Manager. The owning organization will establish procedures for the control and tracking of special tools as approved by the OO-ALC Tool Manager.

1.4.21. (Added). **Tool Kit Type (Template)**. A number generated by the tool distribution center that identifies a single tool kit or a series of like tool kits that contain the same tools used for a specific function.

1.4.22. (Added). **Tool Kit Serial (Identification) Number**. A unique alphanumeric number assigned to an individual tool kit. The tool kit serial number identifies that kit to an individual owning mechanic/technician, and is subordinate to the tool kit type (template) number.

1.4.23. (Added). **Material Inventory Center (MIC)**. MIC's are not authorized to issue tools (e.g., flashlights, knives, multi-tools, magnifiers, etc) unless specifically authorized by the OO-ALC Tool Manager, in writing.

1.4.24. (Added). **Supplemental List.** A listing of all items kept in tool kits that are not listed on the TKCRL. A supplemental listing will be generated for consumables, personal equipment, shop equipment, special tools, local manufactured or modified tools, and tools temporarily removed from either the individual or bench/station kits. Supplemental listings will contain at a minimum the national stock number (NSN), part number (if applicable), nomenclature, size (if applicable), quantity and tool kit number. The supplemental listing will be signed and dated by both the employee and the supervisor immediately after the last entry on the list. A temporary supplemental list will be generated and kept with all tools removed from the work area. A copy of the supplemental list will be kept on file by the supervisor. A suggested form is *AF Form 3126, General Purpose (11" X 8-1/2")* or *AF Form 3136, General Purpose (8-1/2" X 11").*

1.4.25. (Added). **Tool Distribution Center**. A controlled and secure area designated as the point of issue, control and documentation for all tool transactions. Items stocked in the tool distribution center are generally classified as, but not limited to, the 51XX and 52XX stock class. Exceptions will be considered and approved by the OO-ALC Tool Manager. The tool distribution center will be operated in accordance with *AFMCI 21-127, Depot Maintenance Plant Management.*

1.5.5. (Added). OO-ALC Form 515, Tool Request.

1.5.6. (Added). OO-ALC Form 516, Establish or Revise Tool List or Appendages

1.5.7. (Added). OO-ALC Form 529, Hand Tool Back Order Receipt.

2.1. The TKCRL will specify the kit ID number and will list all tools by drawer location. Tool locations within the tool kit may be hand scribed on the mechanics/technicians and supervisors copies of the TKCRL. When issued, toolboxes will be marked with the tool kit identification number. The 649th Combat Logistics Support Squadron (649 CLSS) and other similar organizations will mark their tool kits with applicable mobility identification numbers. Each directorate tool program manager will develop a schedule so that 25 percent of tool kit types are reviewed quarterly. A copy of the annual schedule will be forwarded to the OO-ALC Tool Manager not later than January 15th of each calendar year. The annual review will be documented on the *OO-ALC Form 516, Establish or Revise Tool Lists or Appendages.* Results of annual reviews will be forwarded to both the OO-ALC and Directorate/Group Tool Managers. Any required kit type changes will be forwarded by the tool managers to the tool center so that the master TKCRL may be updated. Issued tool kits will be reconfigured to the meet new template requirements if the template is revised. Tool managers will maintain a copy on file for two years. Tool kit standardization should be implemented where possible. An O*O-ALC Form 516* is required to establish a tool kit type, revise an established tool kit type, form a tool kit

appendage, and/or delete a tool kit or appendage to a tool kit. Each type of standardized tool kit will be assigned a tool kit type (template) number. The tool kit type number will consist of the user's organization symbol, followed by a two-digit number (e.g. LAOFA01, LIPRSH01). *All OO-ALC Forms 516* must be coordinated through the product directorate tool manager before these are forwarded to the tool center. A complete list of required tools including NSN, nomenclature and issue quantity will be forwarded to the appropriate tool crib for action using an *OO-ALC Form 516*. The production engineer or planner, resource cost center (RCC) supervisor, product directorate tool manager, and technicians are responsible for defining the composition of all tool kits required IAW *AFMCI 21-107*. Kit content must be approved through product directorate engineering and planning branch levels prior to submission to the Plant Management Tool Cribs (OO-ALC/TIPET) for implementation. An *OO-ALC Form 515* will be used to order tool kits from the supporting tool crib.

Kit Issue/Turn-in. During the tool kit issue and turn in process, both the issuing/receiving tool crib attendant and the receiving/relinquishing mechanic/technician will verify each tool listed on the TKCRL for accuracy of tools issued/returned and proper kit tool marking. The tool crib will retain the original (master) copy of the *OO-ALC Form 515; AFMC Form 311, Certification or Responsibility for Government Property;* and TKCRL signed by the employee and supervisor. One copy will be forwarded to the first line supervisor to be maintained on file, and one copy will be provided to the employee for retention in the tool kit. The TKCRL will list all tools for which the employee is responsible including those items not immediately available at time of kit issue, which will be marked as non-stocked (N/S) on the TKCRL. Non-stocked items will be placed on backorder. When these items are received, the responsible employee will initial and date all three copies of the TKCRL. The TKCRL master copy will be used as the turn-in document for employees when they leave an organization or when they terminate employment.

2.1.2. Each mechanic/technician should be provided a non-mobile personal locker, if possible, to store personal items. To reduce the potential for FOD, it is imperative mechanics/technicians limit excessive personal equipment items in the immediate work area. A personal item drawer/compartment will not be used for storage of items such as newspapers, magazines, books, or food. Personal items maintained in the tool kit and/or tool box will be subject to inspection. All personal items with the exception of ear plugs, safety glasses, pens, pencils and notepads used during work projects will be removed from the tool kit at the end of the shift. **NOTE: Personal tools are prohibited in any maintenance area or on the flight line (e.g. mini-mag flashlights, leatherman knives, buck knives, etc)**.

2.2. The OO-ALC Tool Manager will authorize and approve all tool kit identification numbers on the center. Tool kit serial numbers will be requested on an *OO-ALC Form 515*. OO-ALC/TIPET is the only organization authorized to issue, change or delete tool kit serial numbers.

2.2.2. Each tool kit and all tools in the kit will be marked or etched with the assigned tool kit serial number. The letters "HL" will be used to identify tools at OO-ALC. All tools used by Depot Maintenance Activity Group (DMAG) maintenance operations and the 75 ABW will have their tools marked with an identification number approved by the OO-ALC Tool Manager. Access to all marking equipment will be controlled by tool center personnel only.

2.3.1. These items may include Precision Measurement Equipment (PME) such as calipers, micrometers, depth gages, etc. These tools will either be individually shadowed within the tool kit or be placed in containers. If placed in containers, the container will be marked with the tool kit number, size, nomenclature and quantity of items contained. Expendables, such as drill bits, and apex bits, are not marked/etched, but are stored in a container that will be marked with the NSN, description and quantity. Containers for hand tools, such as ball driver sets, will be marked with the NSN, description and number of pieces. The TKCRL will also include the quantity. Tools requiring calibration shall not be marked, if the etching process deteriorates the accuracy of the tool.

2.3.1.1. (Added). PME. Sometimes referred to as Test Measurement and Diagnostic Equipment (TMDE). PME in tool kits will be marked with the tool kit serial number unless due to their sensitive nature they cannot be marked. PME items which cannot be marked with the tool kit identification number will be annotated on the TKCRL and marked with an asterisk or accounted for by a method approved by the OO-ALC Tool Manager. Those PME items marked with the tool kit serial number will be marked in such a manner that no scales or measurement markings are covered or illegible. PME items assigned to a PSC will have an identification control process as dictated by the owning organizations local OIs. The owning organization PME monitor will be responsible for the routing of PME items for calibration.

2.3.1.2. (Added). **Mobility Boxes.** Mobility Boxes will be marked and controlled according to *AFI 10-403, Deployment Planning.*

2.3.2. The container will be marked with tool kit number, size, nomenclature and quantity of items contained. These items will be controlled and all lost tool procedures will apply.

2.5. If a tool is broken, every attempt will be made to recover and return all pieces to the supporting tool crib prior to replacement. If the tool is lost, a copy of the completed *AFMC 310, Lost/Found Item Report,* must be presented before a replacement tool may be issued. Replacement of repairable tools not obviously broken (i.e. drills, nut runners, ratchets) will require a *DD Form 1577, Unserviceable (Condemned) Tag Material.* Tools that can be repaired by the Small Tool Repair Function will be turned into the issuing tool crib for repair. If a replacement tool must be backordered, an *OO-ALC Form 529, Hand Tool Backorder Receipt,* will be given to the individual responsible for the tool kit; the form is to be kept in the tool kit until replacement is received.

2.5.1. (Added). A limited stock of replacement tools will be maintained in tool cribs. Stock levels and reorder points must be posted on each bin. These levels will be established based on usage data in the tool inventory management computer system or by establishing a special level based on management's discretion. The Tool Crib Manager will ensure quantities and types of tools in stock are not excessive and/or commingled. Tool bin labels will include NSN or part number, unit of issue, noun, and bin levels. Stock levels may be adjusted in support of special projects, special operating requirements or, if existing demand data is insufficient to support mission requirements. A single occurrence of a mission limiting status is not sufficient reason to establish an adjusted stock level but may be an indicator to review demand data for accuracy. Up to a 90-day level of items subject to wear and breakage may be maintained to replace unserviceable items. Tools in excess of the 90-day level resulting from the turn-in and disassembly of tool kits may be retained, if the excess can be disposed of by attrition. Such excess must be used to maintain and reduce stock levels instead of acquiring additional tools from the supply activity. When bin levels drop below 50 percent, new stock will be ordered to replenish back to the 100 percent mark.

2.5.2. (Added). **Warranty Tool Program**. The purpose of the Warranty Tool Program is to ensure that high quality, industrial strength warranted tools are available for use in maintenance activities. Warranty tools are obtained through the General Service Administration (GSA) program or local contracts with warranty tool vendors. No attempt to repair and/or modify any warranty tool will be made by either users or program managers.

2.7. The tool crib will maintain a stock of common hand tools (including specialty tool kits) for temporary loan. These tools may only be loaned to employees and supervisors with a tool card. Common tools may be checked out for six days while high demand items (e.g. torque wrenches, crimpers, micrometers, F-16 wing kits, C-130 attachment bolt kits, sealant guns, etc.) will be loaned for a single shift only. The tool cribs must maintain an audit trail for all items on loan. Items containing multiple parts/tools will have an attached inventory listing. The issuing tool crib/PSC attendant and the individual obtaining the loaned tool will perform a joint inventory prior to time of check out, and again at time of return. In instances where maintenance practices require a longer duration of loan, the relinquishing mechanic/technician and the oncoming mechanic/technician will conduct a joint inventory, and transfer loan custody through the supporting tool crib/PSC. Temporary loan tools are subject to all lost tool reporting procedures. All temporary issue tools will be returned to the point of issue in the time frame prescribed by the tool crib at the time of issue. Tools not returned within the posted time will be considered late.

2.7.1. (Added). A late notice will be forwarded to the employee for action when the tool is not returned on time. If, after initial written notification, the tool is not returned within specified time frames, supervisors will receive a letter informing them of the situation.

2.7.2. (Added). Employees with overdue loaned tools will not be able to check out additional tools until the overdue tool record is reconciled.

2.9. If the container is used to apply substances classified as hazardous materials, ensure labeling requirements of *AFOSH Std 48-21, Hazardous Communication,* are followed. Grease guns and hand oilers will **"NOT"** be kept in tool kits.

2.10. All requests for tools for temporary duty (TDY) will be forwarded to the tool issue center. The request will contain the tool kit serial number of the responsible individual and the approximate duration of the TDY. TDY kits may be prepared on an as needed basis and will be issued prior to the TDY. TDY personnel will be responsible for ensuring that their tool kits are complete and properly marked before departure. Team chiefs will perform the supervisor's duties concerning tool kit inventory while TDY. These kits are subject to all controls, inventories, and lost tool procedures defined herein. Upon completion of the TDY, TDY kits will be immediately returned to the assigning tool crib and a complete inventory will be concurrently performed by the tool crib attendant and person assigned to the tool kit. Lost tool procedures will be performed in accordance with this supplement and the governing regulations at the TDY site. Copies of the lost tool report documentation will be furnished to the OO-ALC Tool Center upon completion of the TDY.

2.11. (Added). **Fiberglass/wooden handled hammers** will be etched on the metal head only (not the handle) in a non-impact area.

2.12. (Added). **Cleco/Wedge Lock Control Procedures.** Cleco and wedge lock fasteners are considered tool items and will be marked with the tool kit number, controlled and subject to inventory and lost tool procedures. Clecos and wedge locks will be shadowed in the tool kit either individually, in containers or on metal trays. Containers or trays will be marked with the tool kit number, size, nomenclature and quantity contained. If the cleco must remain on the aircraft for multiple shifts, this will be documented in the aircraft's forms and the appropriate Work Control Document (WCD). Documentation will include when, where, the quantity of items left attached and the reason (e.g. 12 clecos left, 9 April, on A/C Tail Number XX-XXXX to hold panel XXX (left) until drill up is completed). Documentation will be cleared once the owning mechanic retrieves the clecos.

2.13. (Added). **Tools/Expendable Items for Titanium.** Tool/expendable items used for titanium engine blade bending will be kept in a special purpose kit separate from other tools. In addition to tool kit identification number, these items will be marked "CONTROLLED ITEMS, FOR TITANIUM BLADE BENDING ONLY".

2.14. (Added). **Tools/Expendable Items for Oxygen Equipment.** Tools/expendable items used for working on oxygen equipment will be kept in a special purpose kit separate from other tools and free from grease and oils. In addition to normal tool kit markings, these items will be marked "CONTROLLED ITEMS, FOR OXYGEN EQUIPMENT ONLY.

2.15. (Added). **Contractor Tools.** Contractors performing maintenance functions in the industrial areas on the center will be required to have a method for controlling and accounting for

tools used on their contracts. This program must be outlined in the contractor's quality plan and must be coordinated with the respective contracting officer and contract functional manager or his/her designated representative. All contractors working at OO-ALC will be required to inventory their tools at the beginning of the shift, at the end of each task and at the end of each shift to check for any lost or missing tools. Any lost tools not found must be reported immediately to the contracting officer, production area supervisor and directorate tool manager. All contractors authorized use of Air Force tools will ensure these tools are properly marked. Control and issue of contractor tool kits, kit template and serial numbers will be accomplished using *OO-ALC Form 516*. Contractors providing their own tools will ensure all tools are marked with the first initial of the last name and last four digits of the social security account number (SSAN) of owning mechanics.

3.2. All tools in toolboxes shall be silhouetted. Use foam material to form a representative impression of each tool in the toolboxes to aid quick and accurate inventories and to ensure tools stay in place during transportation. Tools too small for or that are impractical for marking (e.g. drill bits, apex bits, torx bits, etc) will be identified with an asterisk on the TKCRL. These items will be either individually shadowed or placed in small compartmented containers that will be labeled with the tool kit number, size, nomenclature and quantity contained. These containers will be silhouetted within the tool kit. Tools impractical to mark may either be individually shadowed or placed into containers that are shadowed within the tool kit. Empty silhouetted areas must be marked giving the reason the tool is missing for other than production purposes (e.g. tool on order, in for calibration, etc.). In instances where silhouetting of tools is impractical (e.g. in tool pouches, leather cases or canvas tote bags) tool will be maintained in an orderly fashion that allows a quick, complete inventory. Silhouetting of tool kits will be accomplished by the using organization.

3.2.1. Specific inventory points will be determined by the owning organizations OIs. In addition, the responsible person will perform a kit inventory at the end of the workday (shift) if the kit is used. TKCRL's will be kept in a clean and readable condition. Whenever the TKCRL becomes unreadable, kit owners will obtain a copy of the master TKCRL from the supporting tool crib.

3.3. The primary objective of the Tool Control and Accountability Program is FOD prevention through strict tool control. Supervisors will ensure all assigned personnel are trained in lost tool procedures. The person issued a tool kit or equipment is responsible until the turn-in inventory is accomplished and documented. If an item/tool or a portion of a broken tool is discovered missing, the following procedures apply:

- **Lost Tool Search.** The person issued the tool kit/equipment must search the immediate work area for the lost item/tool. In the event the tool is not found during the initial search, a report must immediately be made to the first line supervisor. The supervisor must then conduct a diligent search of areas or inside equipment where the tool may have been used (including AGE equipment). If the tool is not found, the supervisor will notify the issuing tool crib and directorate/group tool manager to begin the lost tool reporting procedure. The directorate and/or

group tool manager will perform the necessary coordination as required by local directives. The following information must be provided to the tool crib:

Name and RCC of the accountable individual.
NSN, Nomenclature and size of the tool.
Tool kit serial number.
When and where the tool was lost.

•**Lost Tool Audit Trail**. Once the information is provided, the tool crib will issue a lost tool sequential control number. Lost tool control numbers will consist of ten digits: the first three letters of the directorate instigating the lost tool report followed by the last two digits of the year and the three digit Julian date, and a sequential two digit number starting with 01 and ascending up to 99. An example of a lost tool control number would be "LAO 98 342 01" or "TIP 99 003 01".

•**Lost Tool Documentation**. An *AFMC Form 310* will be prepared by the immediate supervisor of the employee who lost the tool. The directorate and/or group tool manager will perform the necessary coordination as required by local directives. It is the Branch Chief's responsibility to determine if the tool was lost due to gross negligence. In the event the loss was due to negligence a report of survey (ROS) will be initiated IAW *AFMAN 23-220, Reports of Survey*. An ROS is always required when the estimated repair or replacement cost is over $500.00, whether or not any negligence is evident or suspected. In every case, the original copy of the AFMC Form 310 is maintained in the issuing tool crib, master tool kit file. Copies of the AFMC Form 310 will be forwarded to the tool kit owner, tool kit owner supervisor, product directorate tool manager and OO-ALC Tool Program Manager.

• **Found Tool Reporting Procedures**. Tool(s) found prior to completion of the lost tool reporting process will be returned to the tool kit owner. The appropriate product directorate tool manager is responsible for annotating the recovery action on AFMC Form 310, block 16a and b. Once documented, copies of the AFMC Form 310 will be forwarded to the tool kit owner, tool kit owner supervisor and OO-ALC Tool Program Manager. The original will be forwarded to the issuing tool crib to be maintained in the master tool kit file. Tool(s) found after the lost tool investigation and reporting process have been completed, will be returned to the issuing tool crib by the product directorate tool managers, if a replacement tool has been already issued. The product directorate tool manager is responsible to generate an AF Form 310 to record the recovery action. In every case the same lost tool report number will be used to document tool recoveries. Once documented, copies of the AFMC Form 310 will be forwarded to the tool kit owner, tool kit owner supervisor and OO-ALC Tool Program Manager. The original will be forwarded to the issuing tool crib to be maintained in the master tool kit file. Recovered tools returned to the tool crib will be either de-marked and returned to stock when serviceable or properly disposed of when unserviceable.

•**Grounding, Impoundment and/or Release Procedures.** Each directorate/command will develop grounding/impoundment and/or release procedures as applicable for aircraft, engines, missiles, support equipment, AGE and end items or components.

3.4. Military and civilian personnel will be held financially liable for the loss, damage, or destruction of government property issued to them, when caused by their gross negligence, willful misconduct or deliberate unauthorized use. The terms "damage" or "destruction" do not include wear and tear resulting from normal use. The immediate supervisor must initiate action, as specified by *AFI 23-111, Management of Government Property in Possession of the Air Force*, for all tools issued which cannot be turned-in due to loss or are returned to the tool issue center damaged or destroyed. This includes all temporary loan and tool kit issues. An ROS will be required when the estimated repair or replacement cost is over $500.00, whether any negligence is evident or suspected.

3.5. (Added). **Center Tool Control Office.** The Plant Management Division (OO-ALC/TIP) is responsible for the management of the Tool Control and Accountability Program. The Engineering and Support Branch (OO-ALC/TIPE) is responsible for the acquisition, storage, and issue of all tools for the industrially funded maintenance area organizations. Any tool purchases to include Government Purchase Card (GPC) tool purchases must be authorized by the OO-ALC Tool Manager. Procurement of all tools for 75 ABW organizations will be made using 75 ABW funds. The OO-ALC Tool Manager is the person appointed by the OO-ALC Commander to ensure tool control policy compliance and provide guidance within the center. The organization tool manager is the person appointed by the product director to address all matters related to Tool Control and Accountability Program within the organization. This appointment must be submitted, in writing, to OO-ALC/TIPE and must include office symbol and phone number. Any additional organization procedures or methods of tool control will be published in an organizational OI to this supplement. Organizational OIs must, as a minimum, address procedures to track and control tools removed from the employee's ITK or shop CTK when performing work outside their work area.

3.6. (Added). **Support Personnel** (e.g. civil engineering personnel, vehicle maintenance personnel, etc) working on the flightline and/or production areas shall establish procedures to ensure positive control of tools, components, hardware, and consumables. As a minimum, items will be inventoried and accounted for prior to and at the end of each task. Lost tool procedures must be applied by any support organization when items carried by employees cannot be accounted for.

4.2. OO-ALC will use the standard tool control course available in the Technical and Logistics Training Division (OO-ALC/TIU) for initial and refresher tool control training. All employees who work with tools and all levels of their management will receive an initial and annual refresher training. OO-ALC/TIU is the authorized training function responsible for the development of tool control and accountability training courses. Prior to work, personnel loaned, transferred, contracted or TDY will have received the initial training course, and will review all local directives pertaining to tool control and accountability.

4.3. This mandatory training will be documented in the Production Acceptance Certification (PAC), *AFMC Form 75, Job Certification Standard,* and Core Automated Maintenance System (CAMS), Employee Training Management System (ETMS), and as directed by the owning organizations local OIs.

Chapter 5 (Added).
Responsibilities

5.1. Product Directorates and Group Commanders will:

5.1.1. Designate a secure area to store tool kits when not in use. The area must be capable of being locked and provide adequate security, such as monitoring or controlled key access, to preclude access by unauthorized personnel. Establish procedures for long-term tool storage in their respective areas. Locks on tool kits provide a physical restraint against opening the container lid/door and prevent unauthorized removal of tools. Locks are not required on individually issued tools and equipment located within support sections, tool rooms, or work centers.

5.1.2. Establish procedures to track and control tools removed from the employee's ITK or shop CTK when performing work outside their normal work area.

5.1.3. Establish local directives for the investigation and documentation of lost tools.

5.1.4. Designate in writing primary and alternate tool managers to represent their organizations in all matters pertaining to tool control and accountability. The designation will be submitted in writing to OO-ALC/TIPE, and must include office symbol and phone number. Tool managers will be non-bargaining unit employee only.

5.1.5. Ensure that tools are not ordered or procured by any using organization other than the Plant Management Tool Distribution Center unless authorized in writing by the OO-ALC Tool Manager.

5.1.6. Publish Directorate/Organization OIs that at a minimum contain:

5.1.6.1. Depot Field Team/TDY tool control and accountability procedures.

5.1.6.2. Tool kit content composition, design, review and verification procedures.

5.1.6.3. Issue, control and accountability procedures for shop rags.

5.1.6.4. Issue, control and accountability procedures for consumables.

5.1.6.5. Long-term tool kit storage procedures.

5.1.6.6. Grounding/impoundment and/or release procedures.

5.2. OO-ALC Tool Manager will:

5.2.1. Be the single point of contact on all matters concerning tool control and accountability.

5.2.2. Provide guidance for lost tool policies and procedures.

5.2.3. Establish OO-ALC supplement, procedures, and guidelines for tool control and accountability.

5.2.4. Maintain control of tool kit serial numbers to ensure that no duplicate numbers exist.

5.2.5. Monitor tool kit issues to ensure that tool lists are standardized and that add-ons or appendages are minimized.

5.2.6. Interface with private contractors on actions regarding tool management.

5.2.7. Offer assistance with interpretation of instructions concerning tool kit issues.

5.2.8. Be the authority on tool marking.

5.2.9. Coordinate tool control policy and problem resolution with the directorate/MAJCOM tool managers.

5.2.10. Ensure configuration control over all kit designs and layouts.

5.2.11. Approve acquisition of tools identified by the product directorates/organizations. OO-ALC/TIPE is the sole organization authorized to order hand tools for Depot Maintenance organizations.

5.2.12. Be a non-bargaining unit employee.

5.3. Product Directorate and Group Tool Managers will:

5.3.1. Be the single point of contact for all Directorate or Group tool actions. Be a member of the Center Tool Working Group.

5.3.2. Ensure annual review of kit types are accomplished and documented by the responsible organizations. Coordinate the annual review for each assigned kit design for content and verification that the type contains all necessary and required tools.

5.3.3. When possible, ensure that tools are standardized across the directorate to limit the number of line items stocked to support depot operations.

5.3.4. Provide monthly data on the number of tools lost/recovered in the organization to the OO-ALC Tool Manager, OO-ALC FOD Manager and their respective product directorate quality assurance function.

5.3.5. Open and track *AFMC Form 310* reports until closure. Maintain *AFMC Form 310* on lost tools not found for two years in FOD critical areas and one year in FOD non-critical areas.

5.3.6. Review and coordinate all tool requests.

5.3.7. Ensure required tool kit inspections are conducted and properly documented by owning organizations.

5.3.8. Monitor tool users lost tool procedures in accordance with this instruction and determine if pecuniary liability will be assessed in accordance with *AFI 23-111, Management of Government Property in Possession of the Air Force*, and *AFMAN 23-220, Reports of Survey*.

5.3.9. Ensure *AFMC Form 310; DD Form 200, Financial Liability Investigation of Property Loss;* and *DD Form 1131, Cash Collection Voucher,* are complete and accurate. These forms will be maintained in the organization's lost and found tool files.

5.3.10. Provide assistance to managers and employees on polices and procedures regarding the tool control and accountability program.

5.3.11. Coordinate policy changes with the OO-ALC Tool Control Manager.

5.3.12. If needed, publish directorate/organization OIs to expand on this supplement.

5.3.13. Ensure that no hand tools are ordered by any one other than OO-ALC/TIPE.

5.4. Supervisors will:

5.4.1. Inspect all tool kits by verifying TKCRL against the kit content and ensuring each tool has a matching identification number, and ensure that the kit contains the proper number of tools. Retain the third copy of the employee's TKCRL and use it to complete supervisor's periodic inventories. Periodic inventories will be documented on *AFMC Form 309*. Work center supervisors will look for the following during the 90 and 180-day inspections: required markings, broken or unsafe tools, corrosion, foreign objects in tool kits, proper documentation and kit content.

5.4.2. Schedule all employees for initial and annual refresher tool control and accountability training through respective training managers. Ensure proper training documentation.

5.4.3. Ensure all PME items in employee tool kits are forwarded to their respective Precision Measurement Equipment Laboratory (PMEL) monitor for calibration, prior to the calibration due date.

5.4.4. Ensure that tool kits and/or tools to be taken out of the shop area for TDY purposes are identified in writing to OO-ALC/TIPET. The letter must contain the responsible individual's tool kit ID number, duty phone, RCC and TDY duration.

5.4.5. Provide security safeguards for tool kits while owning employees are absent due to annual leave, sick leave, TDYs, details, or other such absences.

5.4.6. Ensure all employees are briefed on *AFMAN 23-220*, as they may be held liable for the loss of or damage to government property.

5.4.7. Notify the tool crib of any change that may affect the ability to trace a tool kit or temporary issue tools. Changes include transfer of work center or name change.

5.4.8. Instruct employees to turn in their tool kits to the tool issue center upon changing assignment or termination of employment. Notify the supporting tool crib no less than five days in advance of a requirement for a tool kit turn-in. At that time, the tool crib will schedule an appointment for the inventory and turn-in of the tool kit. Supporting tool cribs will not accept a tool kit unless the individual kit owner is present.

5.4.9. Request in writing to tool issue center, tool kit requirements for new employees or employees being transferred into the work area as soon as possible, but not less than 30 days prior to actual need date.

5.4.10. Implement lost tool procedures when notified of a lost tool by an employee or the discovery of a lost tool during supervisory inspections. Report lost tools in accordance with established lost tool procedures.

5.4.11. Participate in the development of all tool kit designs. Each tool kit type will be reviewed annually for control and verification that the kit type contains the required type and quantity of tools.

5.5. Tool Center and Crib Attendants will:

5.5.1. Require all employees to display their government identification cards and computer generated tool card before any services will be performed. The issuing tool crib will keep tool user information on file in the tool crib.

5.5.2. Provide issue and replacement services only to the person who accepted responsibility for the tool kit. The responsibility statement can be found with the master TKCRL. Personnel assigned to remote areas may designate an individual to exchange tools for their work area. This action must be justified and coordinated with the branch level supervisor on an *OO-ALC Form 515*. Once coordinated, the form must be forwarded to OO-ALC/TIPE for approval. Upon

approval, the tool crib will issue to the organization's designated representative a tool card stating this allowance.

5.5.3. Ensure tools are properly marked and assigned to a Master TKCRL before issue.

5.5.4. Provide documentation for tool back orders and tools being repaired.

5.5.5. Remark tools as required if tool identification number has become worn or unreadable.

5.5.6. Maintain records of all equipment and tools issued in tool kits and from the Tool Distribution Center/Tool Cribs.

5.6. Tool Kit Owners Will:

5.6.1. Be accountable for all tools listed on their TKCRL listing, including items listed on appendage listings.

5.6.2. Ensure that all temporary loan tools are returned to point of issue prior to shifts end.

5.6.3. Maintain security of tool kit and all temporary loan tools at all times.

5.6.4. Conduct and document all tool kit inventories in accordance with local directives and procedures. Ensure the *AFMC Form 309* is properly annotated.

5.6.5. Adhere to and instigate lost tool procedures immediately upon discovering that all assigned tools are not accounted for.

5.6.6. Perform an inventory when the tool kit is opened (start of shift), at the end of each task and at the end of each shift.

5.6.7. Ensure that the original configuration and layout of the tool kit is not changed or altered.

5.6.8. Ensure that tools in the tool kit are not modified in any way unless authorized.

5.6.9. Ensure that personal tools are not used.

5.6.10. Ensure that tool kit is kept free of foreign objects.

5.6.11. Turn PME in for calibration, when required.

5.6.12. Request a replacement copy of TKCRL when it becomes hard to read or illegible.

5.6.13. Recover as many pieces as possible when a tool is broken. All pieces will be turned in for replacement to the tool issue center.

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